	TOP SUPPLIES FOURDMENT OF		REOUISITION	No. 32	203
REQUISITION Chief, Gene	FOR SUPPLIES, EQUIPMENT OF	BEILVIOL	APPROVED BY	i :	1
DE	Responsible Officer, Sub-	Account #3	1	of pruary 19	
1	ed hereon are required for use in	the public service.	oppeld	ing lh -	Room 23
A9A		APPROVING OFFICIAL	ACC225	NO. CHARGE	SO LOTMEN
SIGNATURE OF ACCOUNT RECEIPT (To be completely that the except as otherwise	leted after delivery of items or service.) uantities of items and/or services itemized be		ived in serv	viceable con	dition
		SIGNATURE OF F	RECIPIENT		
ITEM	DESCRIPTION		JANTITY UNI	IT UNIT	AMOUN
NO. STOCK NO.					
	It is requested that a survey	r be			
	made of the overhead lighting for	1			
_	in Building 14, particularly in	rooms			
	26 and 29.				
		·			
		•			
	·				
1					
REQUISITION NO. R	FOR SERVICES USE ONLY OUTSITION DATE OFFICE	REQUISITIONED BY	Y	TOTAL	

STANDARD FORM NO. 64

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130063-0 $\underbrace{Memorandum}_{} \bullet \quad \text{UNITED STATES GOVERNMENT}$

TO : Chief, Building Maintenance and Utilities Div. DATE: 1 May 1952

FROM : Chief, Telephone Branch

SUBJECT: Telephone Branch Monthly Report

1. Noted hereon are charges for services rendered by The Chesapeake and Potomac Telephone Companies and The American Telephone and Telegraph Company for the month of February 1952.

25X1A

Telephone Service Bill	\$21,200.34
Long Distance Bills	6,401.95
	1,100.02
T.T. Channels, L.L.'s, P.L.'s and TWX	1,620.06
Miscellaneous	210.79
•	\$30,533.16

- 2. The following additional information is submitted for the month of February 1952.
 - a. Total number and cost of outside local calls placed over switchboard,

 No. of calls 118,086 Cost \$4,135.01

25X1

- b. Non-recurring installation charges for station equipment --- \$1,998.00
- c. Recurring rental of new station equipment less value of station equipment disconnected increase \$1,385.97
- d. Non-recurring move or relocation charges for station equipment already in use --- \$1,119.00
- 3. Estimated Telephone Company premium overtime chargeable to this Agency for the month of April 1952.

Total Hours -- 160

Estimated Cost - \$800.00

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130063-0

	4. Also, listed below are estimated amounts for services to be rendered during the month of May 1952
25X1A	Telephone Service Bill Long Distance Bills 7,000.00 1,500.00 1,500.00 2,000.00 300.00 334,800.00
2 5X1A	5. A total of 136 requisitions for services were processed by this Branch during the month of April 1952. These included requests for moves, changes of equipment, additional equipment, termination of equipment, etc. There are 570 unused branch lines
	25X1A9A